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	Title Management and Maintenance of NSHS Web Site		Page 1 of 3
	Process Owner NSHS Web Master	Approval Authority Director Support Services	

1. Purpose & Scope

The purpose of this process is to manage and maintain the NSHS Web Site.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, Naval School of Health Sciences Quality Manual, b) NSHS-002, Quality System Document Control, c) Department of the Navy Policy for Content of Publicly Accessible World Wide Web Sites, SECNAVINST 5720.47.

3. Definitions

The terms listed below are defined to assist the reader.

3.1 **HTML:** Hypertext Markup Language. HTML is a system of coding which special online browsers receive and translate.

3.2 **PAO:** Public Affairs Officer.

4. Document Review & Concurrence

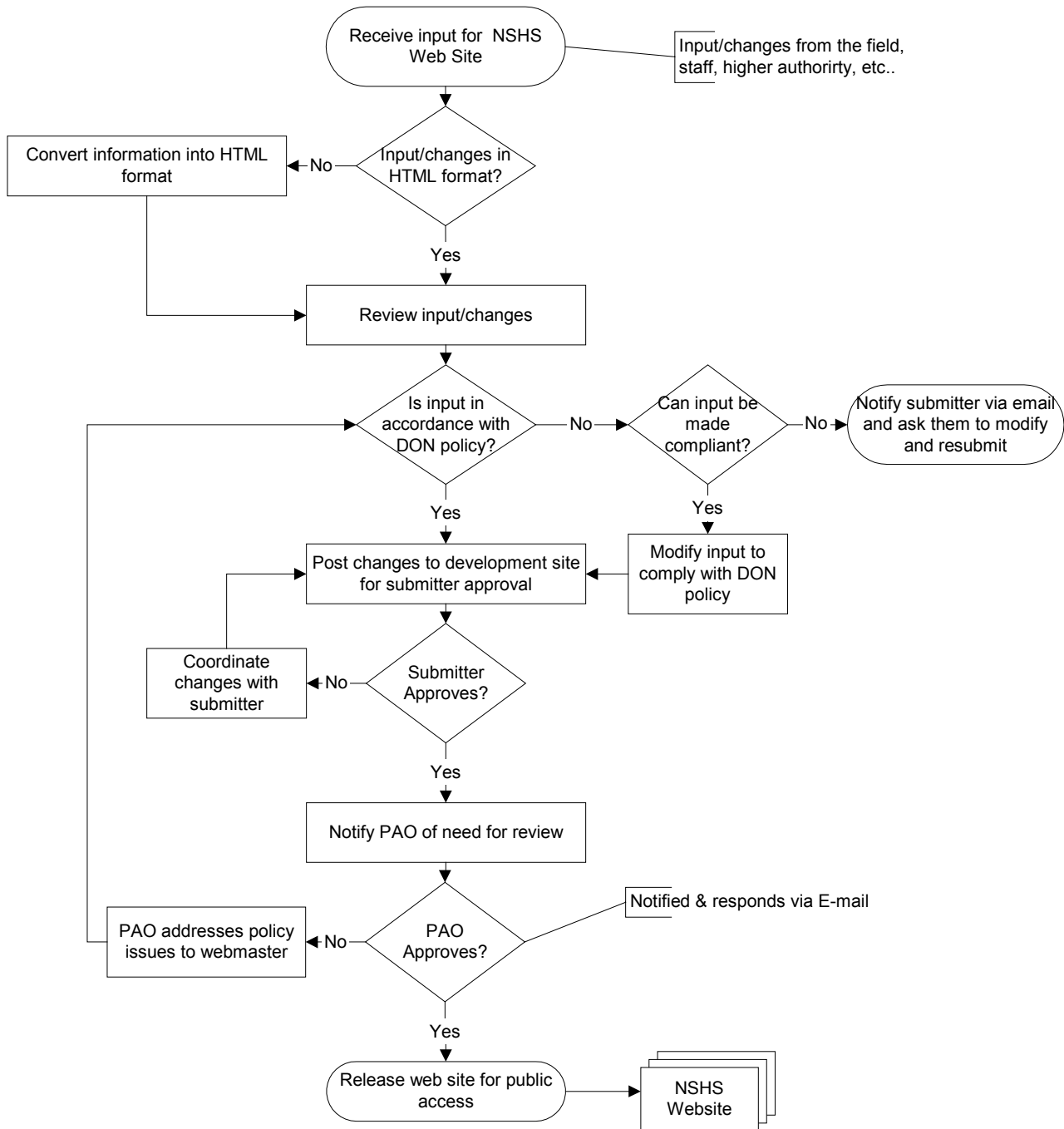
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
NSHS Web Master (Process Owner)	OS4	Mr. D. Evans	Chief Information Officer	OS4	ENS D. McCullough
Public Affairs Officer	OV	LT R. Pachuta	Director, Support Services	OS	LCDR E. Kennedy
XO (Approval Authority)	OX	CAPT T. Nunns			

5. Summary of Changes

	<i>Description</i>	<i>Date</i>
01	Initial issue of procedure.	23 JUL 01

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6. Process Flowchart



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7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
NSHS Web Site	NSHS Web Master	NSHS Web Server	Title	Until superceded	Delete by overwrite

8. Addendum

N/A